

Supplier's Quick Guide to Sandia Electronic Invoicing



Sandia National Laboratories is a multi-program laboratory managed and operated by Sandia Corporation, a wholly owned subsidiary of Lockheed Martin Corporation, for the U.S. Department of Energy's National Nuclear Security Administration under contract DE-AC04-94AL85000.



Table of Contents

ACCESS TO ISUPPLIER & OTHER INFORMATION:..... 3

E-INVOICE INSTRUCTIONS 4

ADDING ATTACHMENTS (MANDATORY)..... 13

RETRIEVING A SAVED INVOICE (UNSUBMITTED) 14

VIEW STATUS OF SUBMITTED INVOICES 17

SUPPORT: 19

Access to iSupplier & Other Information:

- ✓ Suppliers need to have an iSupplier portal username and password to submit invoices electronically.
 - If the supplier does not have an account established, contact supreg@sandia.gov to create an iSupplier account or request a password reset. Multiple accounts can be established for each supplier.
- ✓ Only one email address is allowed to be retained on the supplier's account to receive payment remittances via email. We recommend establishing an entity account within your company to receive remittance information (such as ar@supersupplier.net). This technique can reduce the amount of administration for you as you get new employees or others leave.
- ✓ Sandia's required payment mechanism is Electronic Funds Transfer (EFT). If not already signed up to receive EFT payments, submit an [Electronic Funds Transfer Agreement](#).
- ✓ To avoid system errors, it is important that you do not use your Internet browser's back button to navigate between screens while in the iSupplier Portal.

iSupplier portal [Link](#)

Contact elinvoice@sandia.gov if you are receiving a specific error. Please include details and a screenshot of error if possible.

E-Invoice Instructions

To create an invoice click on the 'Invoices' link from the Home screen:

The screenshot displays the iSupplier Portal Home Page. The top navigation bar includes links for Home, Logout, Help, and Personalize Page. Below this, a search bar is present with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections:

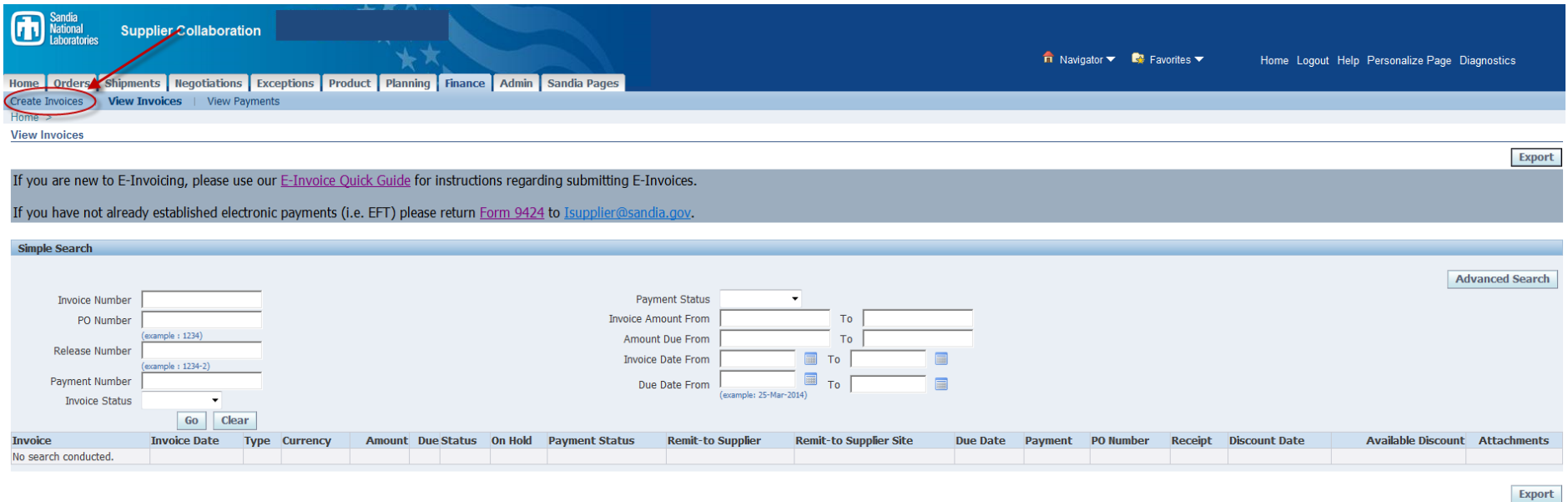
- Notifications:** A section with a 'Full List' button and a table with columns 'Subject' and 'Date'. The table shows 'No results found.'
- Responses To Negotiations:** A section with a 'Full List' button and a table with columns 'Response', 'Status', 'Negotiation Title', and 'Time Left'. The table shows 'No results found.'
- Orders At A Glance:** A section with a 'Full List' button and a table with columns 'PO Number', 'Description', and 'Order Date'. The table shows one entry: PO Number 1090208, Description, and Order Date 28-Feb-2011 10:31:02.

On the right side, there is a vertical navigation menu with the following sections:

- Planning**
- Negotiation**
 - [Invitations](#)
 - [Responses](#)
- Orders**
 - [Agreements](#)
 - [Purchase Orders](#)
 - [Purchase History](#)
 - [SNL Certified Payroll](#)
- Shipments**
 - [Delivery Schedules](#)
 - [Overdue Receipts](#)
 - [Advance Shipment Notices](#)
- Receipts**
 - [Receipts](#)
 - [Returns](#)
 - [On-Time Performance](#)
- Invoices**
 - [Invoices](#)
 - [SNL Remittance Advice](#)
- Payments**
 - [Payments](#)

A red arrow points from the 'Invoices' link in the right-hand navigation menu to the 'Invoices' link in the 'Orders At A Glance' table.

Then click 'Create Invoices' on the next screen:



Sandia National Laboratories Supplier Collaboration

Home Orders Shipments Negotiations Exceptions Product Planning Finance Admin Sandia Pages

Create Invoices View Invoices View Payments

Home > View Invoices

Export

If you are new to E-Invoicing, please use our [E-Invoice Quick Guide](#) for instructions regarding submitting E-Invoices.

If you have not already established electronic payments (i.e. EFT) please return [Form 9424](#) to tsupplier@sandia.gov.

Simple Search

Advanced Search

Invoice Number
PO Number (example : 1234)
Release Number (example : 1234-2)
Payment Number
Invoice Status

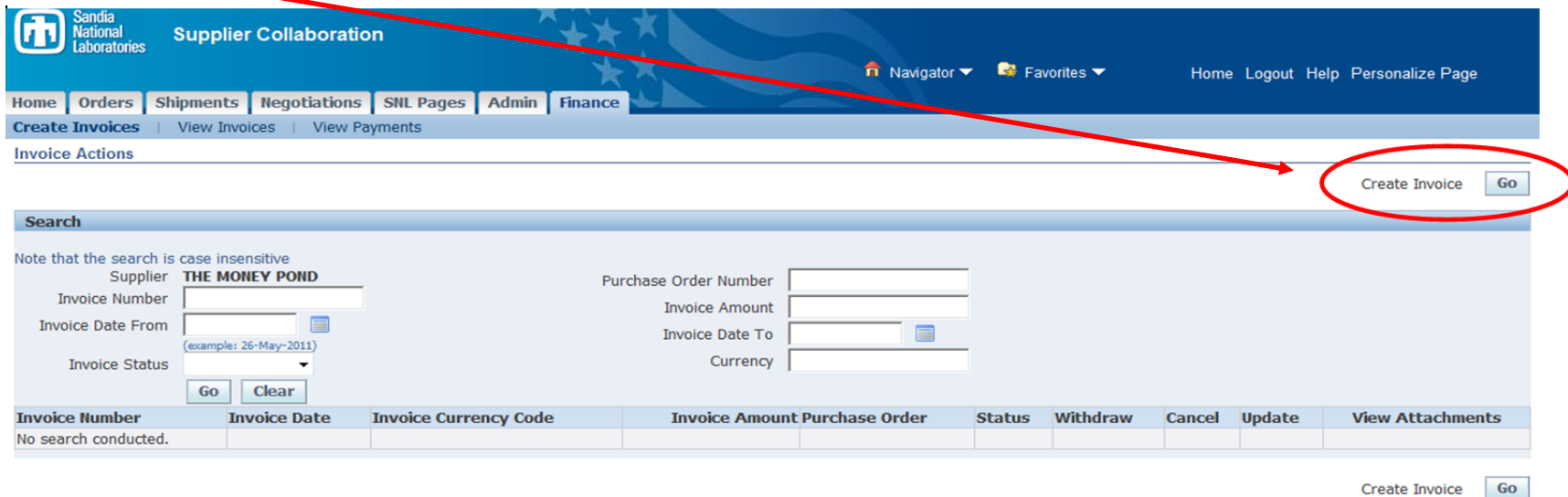
Payment Status
Invoice Amount From To
Amount Due From To
Invoice Date From To
Due Date From To (example: 25-Mar-2014)

Go Clear

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments
No search conducted.																

Export

Next click 'GO' next to the 'Create Invoice' (right side of screen):



Sandia National Laboratories Supplier Collaboration

Home Orders Shipments Negotiations SNL Pages Admin Finance

Create Invoices View Invoices View Payments

Invoice Actions

Create Invoice Go

Search

Note that the search is case insensitive

Supplier THE MONEY POND

Invoice Number
Invoice Date From (example: 26-May-2011)
Invoice Status

Purchase Order Number
Invoice Amount
Invoice Date To
Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Create Invoice Go

Step 1 of 4 - Purchase Orders:

Enter PO number only in search box and press 'Go',

DO NOT enter any other fields. Entering multiple fields may result in an error.

Home | Orders | Shipments | Negotiations | Exceptions | Product | Planning | Finance | Admin | Sandia Pages

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Purchase Order Number 1410599

Purchase Order Date (example: 27-May-2014)

Buyer

Organization

Advances and Financing Excluded

Go Clear

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
No search conducted.																

Cancel Step 1 of 4 Next

PO lines appear in table at the bottom of the screen. The max number of PO lines that will display on a screen is 10 lines. If your PO has more than 10 lines, click [Next 10](#) to view additional PO lines to select.

Home | Orders | Shipments | Negotiations | Exceptions | Product | Planning | Finance | Admin | Sandia Pages

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Purchase Order Number 1410599

Purchase Order Date (example: 27-May-2014)

Buyer

Organization

Advances and Financing Excluded

Go Clear

Select Items: Add to Invoice

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
1410599	1	1	<input type="checkbox"/>	TEST FOR OAQA1 MONEY POND PO			500000	0	800	EACH	1	USD	SANDIA LABS - ABQ	SANDIA OPERATING UNIT		

Cancel Step 1 of 4 Next

Select line(s) for billing by checking box to the left of the line, click [Add to Invoice](#) , then click 'Next' on the right side of the screen. If you are not sure which line to bill, contact your buyer.

Home Orders Shipments Negotiations Exceptions Product Planning Finance Admin Sandia Pages

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Advanced Search

Purchase Order Number 1410599

Purchase Order Date
(example: 27-May-2014)

Buyer

Organization

Advances and Financing Excluded

Go Clear

Select Items: Add to Invoice

Previous 1-10 Next 10


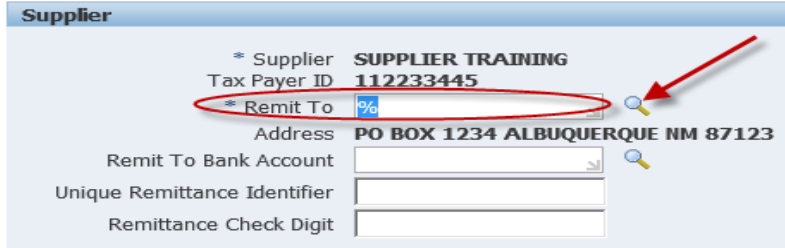


Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/> 1410599	1	1	<input type="checkbox"/>	TEST FOR OQAQ1 MONEY POND PO			500000	0	800	EACH	1	USD	SANDIA LABS - ABQ	SANDIA OPERATING UNIT		

Cancel Step 1 of 4 Next

Step 2 of 4 – Details:

Enter the following fields in order. DO NOT enter any other fields.

Table 1 – Invoice Details (reference *Invoice Details* screenshot below)

Supplier Section	
1. Remit To	<p>This value will pre-populate with the address associated to your PO. Please review and change if needed.</p> <p>To change the address listed, enter “%”, click on the magnifying glass for list of values, and click the  option to select the correct remittance address.</p> 
2. Remit To Bank Account	<p>Click on magnifying icon to display search screen. When the search screen displays click ‘Go’ to view the bank account associated with the Remit To address.</p> <p>Search and Select: Remit To Bank Account</p>  <p>Click the  option to select the bank account.</p> <p>You will receive a check payment if no values are available. Please complete the EFT form to start receiving electronic payments.</p>
Invoice Section	

3. Invoice Number	Enter your invoice number.
4. Invoice Type	This value will default to "Invoice". For credits, please select the credit memo option and enter negative quantity values on the PO lines.
5. Invoice Description	Optional field but recommended.
6. Attachment	MANDATORY - Click here (or view page 13) for instructions.
Items Section	
7. Quantity	Enter Quantity for each PO line. If the PO line's Unit Price does not equal \$1 you may need to enter fractional values when incrementally billing.
Invoice Payment Terms Section	
8. Available Invoice Terms (Optional)	Suppliers have the option to receive early payment by selecting available discounts that display in this region. Only discounts with early payment terms that are more favorable than the PO's payment terms will be available for selection. The supplier can select the radio button of each of the available terms to view the Estimated Discount and Estimated Payment to aide in determining which discount they prefer. The supplier also has the option to select their current PO Terms.

Invoice Details screenshot:

The screenshot shows the 'Create Invoice: Details' page with the following sections and callouts:

- Supplier Section:**
 - Supplier: THE MONEY POND, Tax Payer ID: 98752123
 - Remit To: CA-IRV-1, Address: 8888 MONEY POND LANE IRVINE CA 92606
 - Callout 1: Remit to Address pre-populates. Review and modify when necessary. To modify, view instructions in table above.
 - Callout 2: Click on the magnifying glass to display search screen and follow instructions in table above.
- Invoice Section:**
 - Invoice Number: (Field for callout 3)
 - Invoice Date: 11-Jun-2014 (Example: 27-May-2014)
 - Invoice Type: Invoice (Dropdown for callout 4)
 - Currency: USD
 - Invoice Description: (Field for callout 5)
 - Attachment: None (Add... button for callout 6)
- Customer Section:**
 - Customer Tax Payer ID: SYS11976
 - Customer Name: SANDIA NATIONAL LABS, Address: BERNALILLO US
 - Callout 7: Enter quantity for each PO line
- Items Section:**

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
1410599	1	1		TEST FOR OQA1 MONEY POND PO		SANDIA LABS - ABQ	499200		1	EACH	499200
- Invoice Payment Terms Section:**
 - Current PO Terms: NET 30 - NET DUE IN 30 DAYS
 - Available Invoice Terms (Optional):
 - ☐ 3%/5 NET 30 - 3% DISCOUNT IF PAID IN 5 DAYS NET DUE IN 30 DAYS
 - ☐ 2%/10 NET 30 - 2% DISCOUNT IF PAID IN 10 DAYS NET DUE IN 30 DAYS
 - ☐ 1.5%/15 NET 30 - 1.5% DISCOUNT IF PAID IN 15 DAYS NET DUE IN 30 DAYS
 - ☐ 1%/20 NET 30 - 1% DISCOUNT IF PAID IN 20 DAYS NET DUE IN 30 DAYS
 - ☐ .5%/25 NET 30 - .5% DISCOUNT IF PAID IN 25 DAYS NET DUE IN 30 DAYS
 - ☐ Use Current PO Terms
 - Callout 8: Select the desired discount to apply to the invoice. NOTE: Only discounts with early payment terms that are more favorable than the PO's payment terms will be available for selection.
 - NOTE: The discount terms are optional. Suppliers have the ability to select the Current PO Terms.
 - Estimated Discount: \$0.00
 - Estimated Payment: \$0.00
 - Item Line(s) Quantity and Available Invoice Terms selection required to see Estimated Discount & Estimated Payment.

Details Verification - Please verify information is complete and correct. Make necessary corrections on this page before continuing. Click 'Next' to continue.

Home Orders Shipments Negotiations Exceptions Product Planning Finance Admin Sandia Pages

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details
* Indicates required field

Supplier

* Supplier THE MONEY POND
Tax Payer ID 98752123
* Remit To CA-IRV-1
Address 8888 MONEY POND LANE IRVINE CA 92606
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice

* Invoice Number TESTINV1
* Invoice Date 11-Jun-2014
(example: 27-May-2014)
Invoice Type Invoice
Currency USD
Invoice Description TEST INVOICE
Test
Attachment Attachment List... Add...

Customer

* Customer Tax Payer ID SYS11976
Customer Name SANDIA NATIONAL LABS
Address BERNALILLO US

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
1410599	1	1		TEST FOR OAQA1 MONEY POND PO		SANDIA LABS - ABQ	499200	10	1	EACH	10

Invoice Payment Terms

Interested in an early payment? Select one of the discounted payment terms below.

Current PO Terms: NET 30 - NET DUE IN 30 DAYS

Available Invoice Terms (Optional)

Selected discount term.

3%/5 NET 30 - 3% DISCOUNT IF PAID IN 5 DAYS NET DUE IN 30 DAYS
2%/10 NET 30 - 2% DISCOUNT IF PAID IN 10 DAYS NET DUE IN 30 DAYS
1.5%/15 NET 30 - 1.5% DISCOUNT IF PAID IN 15 DAYS NET DUE IN 30 DAYS
1%/20 NET 30 - 1% DISCOUNT IF PAID IN 20 DAYS NET DUE IN 30 DAYS
.5%/25 NET 30 - .5% DISCOUNT IF PAID IN 25 DAYS NET DUE IN 30 DAYS
Use Current PO Terms

When a discount term is selected the disclaimer below will display. Note: This will not display if the supplier selects the Current PO Terms.

These amounts are calculated based on the discount term selected.

Estimated Discount: \$30
Estimated Payment \$9.70

By selecting a discounted term, I acknowledge I am knowingly applying a discounted term against this invoice. Additionally, I allow Sandia National Laboratories to recognize the discount upon payment of the invoice.

Select 'Next' to proceed to Step 3.

Cancel Back Step 2 of 4 Next

Step 3 of 4 – Manage Tax:

No input is required on this screen. Click 'Next' to continue.

HomeOrdersShipmentsNegotiationsExceptionsProductPlanningFinanceAdminSandia Pages

Create InvoicesView InvoicesView Payments

Purchase OrdersDetailsManage TaxReview and Submit

Create Invoice: Manage Tax

CancelSaveBackStep 3 of 4NextSubmit

Supplier

* SupplierTHE MONEY POND

Tax Payer ID98752123

* Remit ToCA-IRV-1

Address8888 MONEY POND LAJIE IRVINE CA 92606

Remit To Bank Account1231231231

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice NumberTESTINV1

* Invoice Date11-Jun-2014

Invoice TypeStandard

* CurrencyUSD

Invoice DescriptionTEST INVOICE

Test 10418

Attachment [Attachment List...](#)

Customer

* Customer Tax Payer IDSYS11976

Customer NameSANDIA NATIONAL LABS

AddressBERNALILLO US

Summary Tax Lines

Calculate

Summary Tax Line NumberTax Regime CodeTax Status CodeTax Jurisdiction CodeTax Rate CodeTax RateTax AmountLine Status

No results found.

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
1410599	1	1	TEST FOR OAQA1 MONEY POND PO		SANDIA LABS - ABQ	499200	10.00 EACH	1.00	10.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Invoice Payment Terms

Current PO Terms:NET 30 - NET DUE IN 30 DAYS

Invoice Terms Selected:3%/5 NET 30 - 3% DISCOUNT IF PAID IN 5 DAYS NET DUE IN 30 DAYS

Total Discount:\$.30

Total Payment:\$9.70

☒ I hereby acknowledge I am knowingly applying a discounted term against this invoice.
Additionally, I allow Sandia National Laboratories to recognize the discount upon payment of the invoice.

Invoice Summary

Items	10.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Recalculate Total	Total (USD) 10.00

Step 4 of 4 – Review and Submit:

IMPORTANT: If changes are required at this point, click the 'Save' button and you will receive a confirmation notice at the top of the screen that your invoice has been saved for later submission. Click [here](#) to obtain instructions on Retrieving a Saved Invoice (or see page 14).

Final Verification - This is your final opportunity to verify all information is correct. If information is correct click 'Submit'.

Once submitted you will receive a confirmation page. **If you do not receive this page, your invoice has not been submitted.**

Click 'Printable Page' to print a copy for your records (optional based on your business needs).

Click 'Create Another' to submit another invoice.

Adding Attachments (Mandatory)

Oracle will allow attachment of most major file types. Please upload the invoice document you would otherwise mail to Sandia.

Add in a title and description if needed. Then, click 'Browse' to find file on your computer.

NOTE: If Invoice and/or supporting documentation are not attached, delay of payment could occur.

Create Invoices | View Invoices | View Payments
Finance: Create Invoices >
Add Attachment

Attachment Summary Information

Title
Description
Category From Supplier

Define Attachment

Type ☒ File ☐ URL ☐ Text

Browse...

Once file is added, click 'Apply'. You can also choose 'Add Another' to add multiple attachments:

Add Attachment

Attachment Summary Information

Title
Description
Category From Supplier

Define Attachment

Type ☒ File ☐ URL ☐ Text

C:\Users\cbailey\Desktop\warning.txt

Browse...

Browse for file.

Click 'Add Another' if multiple attachments are needed.

Click 'Apply' to complete action and return to invoice screen.

Cancel Add Another Apply

Cancel Add Another Apply

[Back to Table 1](#)

Retrieving a Saved Invoice (Unsubmitted)

To retrieve a saved invoice, click on the 'Home' tab and then click 'Invoices'.

Sandia National Laboratories Supplier Collaboration

Home Logout Help Diagnostics

Home Orders Shipments Negotiations Exceptions Product Planning Finance Admin Sandia Pages

Search PO Number Go

Notifications Full List

Subject	Date
No results found.	

Responses To Negotiations Full List

Response	Status	Negotiation Title	Time Left
No results found.			

Exceptions More

Item	Organization	Exception Type	Exception Group	Count
No search conducted.				

Orders At A Glance Full List

PO Number	Description	Order Date
-----------	-------------	------------

Planning

Negotiation

- [Invitations](#)
- [Responses](#)

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)
- [Sandia Certified Payroll](#)
- [Sandia GFP](#)

Shipments

- [Delivery Schedules](#)
- [Overdue Receipts](#)
- [Advance Shipment Notices](#)

Receipts

- [Receipts](#)
- [Returns](#)
- [On-Time Performance](#)

Invoices

- [Invoices](#)
- [Sandia Remittance Advice](#)

In the View Invoices screen click on 'Create Invoices'.

Supplier Collaboration

Home Orders Shipments Negotiations Exceptions Product Planning Finance Admin Sandia Pages

Create Invoices View Invoices View Payments

View Invoices

If you are new to E-Invoicing, please use our [E-Invoice Quick Guide](#) for instructions regarding submitting E-Invoices.

If you have not already established electronic payments (i.e. EFT) please return [Form 9424](#) to tsupplier@sandia.gov.

Simple Search

Invoice Number

PO Number

Release Number

Payment Number

Invoice Status

Payment Status

Invoice Amount From To

Amount Due From To

Invoice Date From To

Due Date From To

Go Clear

Advanced Search

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments
No search conducted.																

On the Search screen you can search for your invoice using any of the search option fields below and select 'Go'. **NOTE:** Searching by invoice number is case sensitive and must be in the same format as originally entered when you saved your invoice.

Home Orders Shipments Negotiations Exceptions Product Planning Finance Admin Sandia Pages

Create Invoices View Invoices View Payments

Invoice Actions

Create Invoice Go

Search

Note that the search is case insensitive

Supplier THE MONEY POND

Invoice Number TESTINV2

Invoice Date From

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.								

The invoice will display for you to view and you can select 'Update'.

Home Orders Shipments Negotiations Exceptions Product Planning Finance Admin Sandia Pages

Create Invoices View Invoices View Payments

Invoice Actions

Create Invoice Go

Search

Note that the search is case insensitive

Supplier THE MONEY POND

Invoice Number TESTINV2

Invoice Date From

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
TESTINV2	12-Jun-2014	USD	5.00 1410599	Unsubmitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This will bring you to the Details screen that will display the information that you previously entered. From this screen you can make necessary revisions and proceed with submitting your invoice.

Create InvoicesView InvoicesView Payments

Purchase OrdersDetailsManage TaxReview and Submit

Create Invoice: Details

* Indicates required field

Supplier

* Supplier

THE MONEY POND

* Tax Payer ID

98752123

* Remit To

CA-IRV-1

Address

Remit To Bank Account

1231231231

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number

TESTINV2

* Invoice Date

12-Jun-2014

Invoice Type

Invoice

Currency

USD

Invoice Description

TEST INVOICE

Test

10031

Attachment

None

Add...

Customer

* Customer Tax Payer ID

SYS11976

Customer Name

SANDIA NATIONAL LABS

Address

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
1410599	1	1		TEST FOR OAQA1 MONEY POND PO		SANDIA LABS - ABQ	499190	5	1	EACH	5

Invoice Payment Terms

Interested in an early payment? Select one of the discounted payment terms below.

Current PO Terms: NET 30 - NET DUE IN 30 DAYS

Available Invoice Terms (Optional)

☐ 3%/5 NET 30 - 3% DISCOUNT IF PAID IN 5 DAYS NET DUE IN 30 DAYS

☒ 2%/10 NET 30 - 2% DISCOUNT IF PAID IN 10 DAYS NET DUE IN 30 DAYS

☐ 1.5%/15 NET 30 - 1.5% DISCOUNT IF PAID IN 15 DAYS NET DUE IN 30 DAYS

☐ 1%/20 NET 30 - 1% DISCOUNT IF PAID IN 20 DAYS NET DUE IN 30 DAYS

☐ .5%/25 NET 30 - .5% DISCOUNT IF PAID IN 25 DAYS NET DUE IN 30 DAYS

☐ Use Current PO Terms

Estimated Discount: \$.10

Estimated Payment \$4.90

☒ By selecting a discounted term, I acknowledge I am knowingly applying a discounted term against this invoice. Additionally, I allow Sandia National Laboratories to recognize the discount upon payment of the invoice.

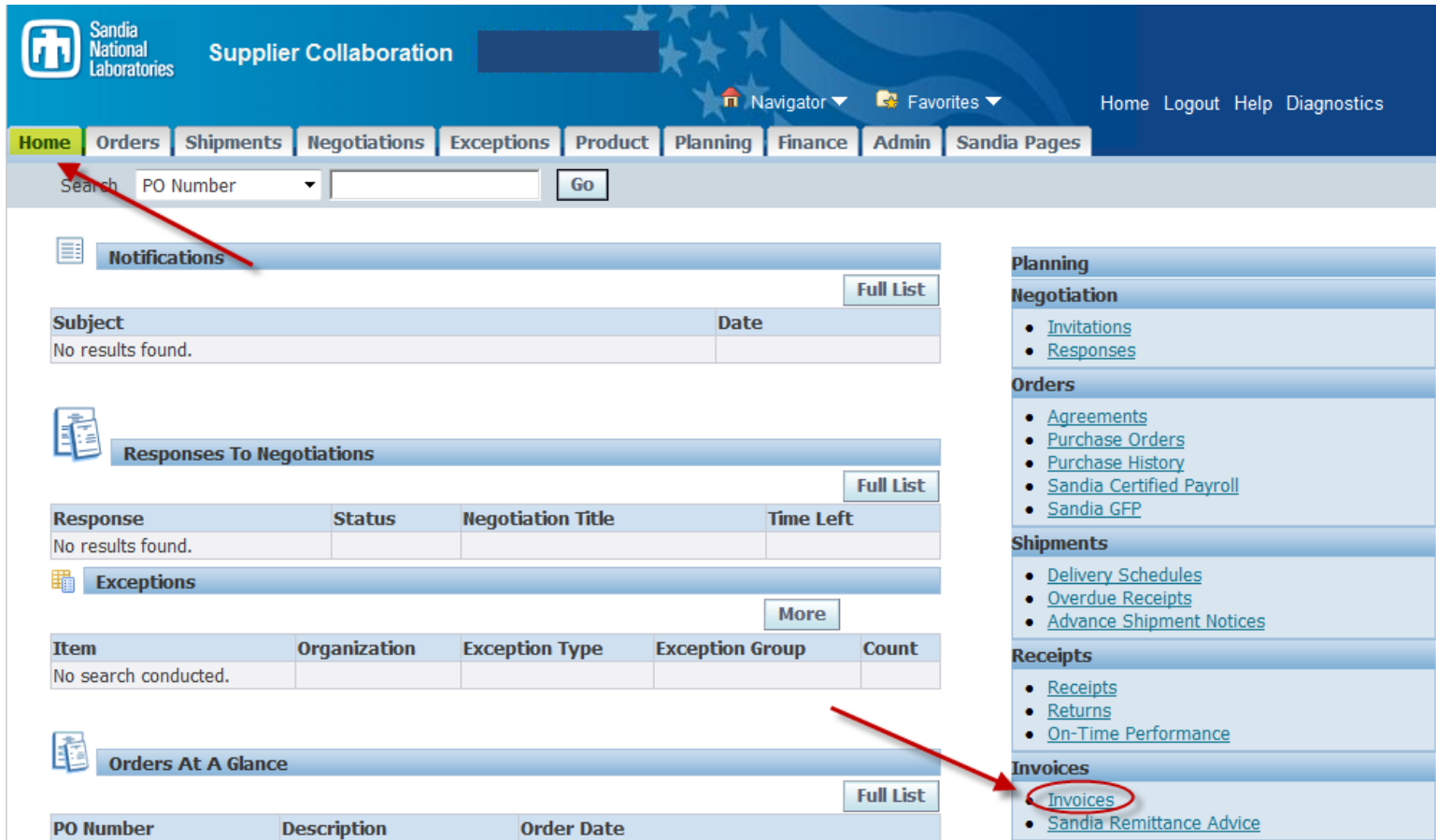
CancelBack

Step 2 of 4Next

16

View Status of Submitted Invoices

To view status of submitted invoices, click on the 'Home' tab and then click 'Invoices'.



Sandia National Laboratories Supplier Collaboration

Home Logout Help Diagnostics

Home Orders Shipments Negotiations Exceptions Product Planning Finance Admin Sandia Pages

Search PO Number Go

Notifications [Full List](#)

Subject	Date
No results found.	

Responses To Negotiations [Full List](#)

Response	Status	Negotiation Title	Time Left
No results found.			

Exceptions [More](#)

Item	Organization	Exception Type	Exception Group	Count
No search conducted.				

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
-----------	-------------	------------

Planning

Negotiation

- [Invitations](#)
- [Responses](#)

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)
- [Sandia Certified Payroll](#)
- [Sandia GFP](#)

Shipments

- [Delivery Schedules](#)
- [Overdue Receipts](#)
- [Advance Shipment Notices](#)

Receipts

- [Receipts](#)
- [Returns](#)
- [On-Time Performance](#)

Invoices

- [Invoices](#)
- [Sandia Remittance Advice](#)

This will bring you to the View Invoices screen.

Home | Orders | Shipments | Negotiations | Exceptions | Product | Planning | Finance | Admin | Sandia Pages

Create Invoices | **View Invoices** | View Payments

Home > View Invoices

If you are new to E-Invoicing, please use our [E-Invoice Quick Guide](#) for instructions regarding submitting E-Invoices.
If you have not already established electronic payments (i.e. EFT) please return [Form 942](#) to [Accounts@Sandia.gov](#)

Simple Search Advanced Search

Invoice Number
 PO Number (example : 1234)
 Release Number (example : 1234-2)
 Payment Number
 Invoice Status

Payment Status
 Invoice Amount From To
 Amount Due From To
 Invoice Date From To
 Due Date From To (example: 28-May-2014)

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Dynamic Discount Taken	Discount Date	Available Discount	Attachments
No search conducted.																	

Export

On the Search screen you can search for your invoice using any of the search option fields below and select 'Go'. **NOTE:** Searching by invoice number is case sensitive and must be in the same format as originally entered when you submitted your invoice.

Home | Orders | Shipments | Negotiations | Exceptions | Product | Planning | Finance | Admin | Sandia Pages

Create Invoices | **View Invoices** | View Payments

View Invoices

If you are new to E-Invoicing, please use our [E-Invoice Quick Guide](#) for instructions regarding submitting E-Invoices.
If you have not already established electronic payments (i.e. EFT) please return [Form 942](#) to [Accounts@Sandia.gov](#)

Simple Search Advanced Search

Invoice Number TESTINV1
 PO Number (example : 1234)
 Release Number (example : 1234-2)
 Payment Number
 Invoice Status

Payment Status
 Invoice Amount From To
 Amount Due From To
 Invoice Date From To
 Due Date From To (example: 28-May-2014)

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Dynamic Discount Taken	Discount Date	Available Discount	Attachments
No search conducted.																	

Export

The invoice that you searched for will display. You can click on the Invoice link to receive additional information.

Home | Orders | Shipments | Negotiations | Exceptions | Product | Planning | Finance | Admin | Sandia Pages

Create Invoices | **View Invoices** | View Payments

View Invoices

If you are new to E-Invoicing, please use our [E-Invoice Quick Guide](#) for instructions regarding submitting E-Invoices.
If you have not already established electronic payments (i.e. EFT) please return [Form 942](#) to [Accounts@Sandia.gov](#)

Simple Search Advanced Search

Invoice Number TESTINV1
 PO Number (example : 1234)
 Release Number (example : 1234-2)
 Payment Number
 Invoice Status

Payment Status
 Invoice Amount From To
 Amount Due From To
 Invoice Date From To
 Due Date From To (example: 28-May-2014)

Click on invoice link for additional information.

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Dynamic Discount Taken	Discount Date	Available Discount	Attachments
TESTINV1	11-Jun-2014	Standard	USD	10.00	10.00 In-Process		Not Paid			11-JUL-2014 00:00:00		1410599		Yes - 3%/5 NET 30	16-Jun-2014	0.30	

Export

Support:

Contact elInvoice@sandia.gov

If you are receiving a specific error, please include details and a screenshot if possible.